

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of June was held at George M. Rhodes Apartments, 815 Franklin Street, Reading, Pennsylvania on June 23, 2009.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mr. Thomas B. Marsh, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick Prutzman, Building Construction Inspector; Mr. David R. Chlebowski, Systems Analyst and Mrs. Elaine K. Addesso, Executive Secretary. Attorney Edwin L. Stock, Solicitor for the Authority and two residents were also present.

The Chairwoman called the regular meeting to order at 5:00 p.m., and upon roll call those present and absent was as follows:

Present: Ms. Mary Beth Hennigan
Mr. Nelson De Leon
Mrs. Lillie Mathies
Rev. Steven Belinski

Absent: Mr. Eligio Colon, Jr.

The Chairwoman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Rev. Belinski, and second by Mr. De Leon, approving the minutes of the Regular Monthly Meeting held May 19, 2009. The motion was carried unanimously.

A motion was made by Rev. Belinski, and second by Mr. De Leon approving the bills as submitted by Mr. Fioravanti for the period of May 9, 2009 to June 12, 2009. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of April 2009.

| Fund | Cash or Checking | Investments | Escrow | Total |
|-----------------|------------------|-----------------|--------------|----------------|
| W-66 General | \$1,679,143.92 | \$5,165,061.36 | \$250,290.60 | \$7,094,495.88 |
| P-4628 General | 77,419.52 | 88,000.00 | 0.00 | 157,419.52 |
| P-15 General | 1,850.02 | 612,114.95 | 71,847.50 | 685,812.47 |
| Payroll | 0.00 | 0.00 | 0.00 | 0.00 |
| River Oak Apts. | 4,208.82 | 0.00 | 40,199.01 | 44,407.83 |
| Total | \$1,762,622.28 | \$ 5,857,176.31 | \$362,337.11 | \$7,982,135.70 |
| | | | | |

A motion was made by Rev. Belinski and second by Mr. De Leon that the Treasurer's Reports be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

A. 216 – 2007 Capital Funds – RHA has expended most of the funding for this allocation of capital monies and we should be closing this out in the near future.

B. 217– 2008 Capital Funds – The vast majority of the funding for this allocation is nearly completed as the generator replacement is one of the last work items to be done from this funding source.

C. 218 – 2009 Capital Funds – This funding will be awarded in June and we expect to do as many of the buildings as we can possibly do along with the renovation of the offices at the Oakbrook and Glenside Management Offices which is long over due.

D. 219- 2010 Capital Funds – RHA staff have begun the planning process for this allocation with the start of the Resident Advisory Board meetings (RAB).

STIMULUS FUNDING – We have gone through the Value Engineering Phase of the High Rise kitchen project and have managed to identify a few dollars we can deduct without hurting the integrity of the work.

- a. Renovation of all High Rise kitchens to include an update to the electrical system in the units is on target and we will begin the work very shortly.
- b. Completion of the exterior of the remaining buildings at Glenside Homes and renovation of the Management Offices – This is on hold as we have not received the funding for this year's Capital Fund so we are unable to move forward on this work item. However, we have spoken to the Contractor and he has agreed to hold his number until the funds are received.

I am pleased to announce that HUD has changed its stance that only High Performers were eligible to apply for the competitive portion of the stimulus monies. We are working on developing applications for these competitive monies. To date we are applying for the following monies:

- a. 504 monies to pay for the building of 5 or more units of accessible housing- We are looking for these funds to help us build the 504 units as part of the DOJ settlement/agreement. If we receive this money, we will be able complete this requirement sooner than expected.
- b. Community Building at the Oakbrook Boiler House – We would like to get sufficient funds to turn the abandoned boiler room at Oakbrook into a community area that will service the not only the residents but the surrounding area.
- c. Energy Saving measures – We are looking at implementing an Energy Savings Program at Glenside Homes whereby we will install electrical generating plant at the boiler house using the excess capacity. Given the expected increase in electricity when de-regulation comes about in the coming years this may offset some of the increase. Though, this may not be a high priority project we still feel it merits putting in an application.

2009 AGENCY PLAN – These Capital Fund will be used in conjunction with the stimulus monies.

2010 AGENCY PLAN – The Resident Advisory Board (RAB) meetings are taking place for the 2010 Agency Plan. While the previous years RAB meetings have included major revision to the ACOP and the Section 8 Administrative Plan, this years meeting does not have as much on the agenda.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – There is \$2.6 billion in competitive funding for the NSP program and I have been in discussion with the City of Reading and they would like us to participate in this program. The NSP application will be a collaborative effort between the City of Reading, Our City Reading Inc. and the Reading Housing Authority. In addition, sub-recipients of this program will be Neighborhood Housing Services, Habitat for Humanity and Opportunity Housing and others who will participate in this program.

The intent of the NSP is to primarily focus on foreclosed properties, vacant properties and or abandoned housing in areas identified by HUD in the City as distressed. I have put this on the agenda for discussion.

PARK PLACE ON PENN STREET PROJECT- There has not been any activity on this project as the economy seems to have drained any interest in these types of projects. We will have to wait until the economic climate changes. We are still making sure the project is taken care of and the Realtor is still working on selling the units. There have not been any problems or issues with the buildings.

In addition, we are working on an application that will give us official condominium status that is necessary for Banks to lend money for the purchase of these condos. As I understand it unless a bank is willing to hold onto a mortgage (i.e. keep it in its portfolio) they will sell it and unless the condo has been approved by Fannie Mae, the mortgage can not be sold on that market and is less attractive to this market. Therefore, it is in our best interest to apply for this and get approved officially as a condo project and are gathering the documents we need to submit consideration.

UNION CONTRACT – The current Union Contract ends December 31, 2009, and thought I would remind the Board of the need to begin thinking of any issues or items to be negotiated in the upcoming Union Contract. Considering the current economic climate the issues in the contract can be even more important.

RIVER OAK APARTMENTS – The water saving measures have now been installed and we should see some savings from the decrease in water usage. We have been monitoring the water usage to determine actual savings realized from these measures, but we have still not had enough experience as yet because we need a six month period or longer to average the savings.

Though, we have had some savings in the water usage and it seems to indicate that we have received a 50% decrease in the usage, we just need more bills to make a determination. I should add in support of this no matter what we have done the savings will pay for the installation of the water savings measures.

CITY OF READING POLICE PATROLS – A meeting with the Community Police Officers was held at the Hensler Community building on Tuesday, May 26th at which all issues and concerns were discussed. Overall, staff and the Officers are very happy with the way things are going and that it continues to have a positive impact on the developments.

FHEO/DOJ STATUS – Muhlenberg/Greene completed preliminary drawings for work related to the building of the 504 units at the Sylvania Homes area they feel would be the best and most efficient way to build the units. I have asked them to come and present their findings and recommendations to the Board before we go any further. If the Board agrees with the recommendations we will go to the next step.

The annualize vacancy rate for the last quarter rate shows a very good leasing rate and translates into a 1.6% vacancy for the entire RHA and think this is the best leasing rate and we are according to our internal calculation closing in on 99% occupancy. The 98.4% occupancy is closing on the best leasing rate we have had in many, many years and certainly not one we have attained since I began working at RHA.

We continue to work towards improving the leasing rate. The current leasing rate demonstrates the hard work and effort by employees to get to this high level of leasing and should be commended for their efforts.

| <u>ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING</u> | | | | | | | | | | | | | | | |
|---|------------|-------------|------------|-------------|-------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|------------|------------|
| 2005 | | | | 2006 | | | | 2007 | | | | 2008 | | | |
| Mar | Jun | Sept | Dec | Mar | June | Sept | Dec | Mar | Jun | Sept | Dec | Mar | Jun | Dec | Mar |
| 2.3 | 2.3 | 2 | 2.4 | 3.2 | 2.6 | 3.1 | 2.4 | 2.9 | 1.8 | 2.5 | 2.5 | 2.5 | 1.8 | 1.7 | 2.10 |

The Tar's are a little higher this quarter. Staff is working towards reducing these amounts and hope to get them to a more reasonable level, though staff will never eliminate the Tar's, we work towards reducing them.

WEBSITE DEVELOPMENT – RHA has chosen a provider to develop and host our web site and we expect this to be started in the near future. We are not sure as to when the RHA web site will actually come on line, but we have a general outline of what the web site will have.

In general, we are looking to provide both residents, perspective residents, landlords, prospective landlords, the general public and other interested people information on what we do as an agency. This should be looked at as a work in progress as we can add or subtract items as we see it meeting or not meeting our needs.

YOUTHBUILD – The Youth Build program works with kids who are looking to learn a trade and do not want to attend the traditional vocational schooling program. In this program the kids are given actual work and then spend some time in a class to get some of the training and get paid as an incentive. The United Community Services already does this and would like to expand the program with the Youth Build funds.

MINORITY PARTICIPATION DISCUSSION - I have not asked the contractor to attend this meeting as we still have not completed the negotiations for the contract and the value engineering as yet, nor have we signed a contract. So it looks like it will be the next Board meeting that I will ask them to attend. At that time they will explain the process they are using to work towards the goals outlined in the contract documents.

From what we have heard they have been working with people in Reading and other areas and expect Simeral to have some solid information in this are to report to the Board.

KENNEDY COMMUNITY GARDEN – RHA in conjunction with the Berks Conservancy have developed another Community Garden at the Kennedy Towers. The official opening will be July 15th and notices will go out when we get closer to that time. One of the unique aspects of this garden is RHA paid for and installed in support of this project a “Wheelchair Accessible” Garden. While there are no guidelines for something of this nature, RHA staff came up with a unique idea of raising the beds of the gardens using landscaping blocks to enable a person in a wheelchair to use the garden with minimal effort. We are very pleased with our efforts in this endeavor as the participation by the residents has been wonderful and the garden will not only provide activities for the residents, but will help them supplement their needs. When we have the July Board meeting at Kennedy you should look at the garden and I am sure you will be impressed. Staff worked very hard on this project in conjunction with the Berks County Conservancy to complete it in time for the planting season.

Vacant Unit Report as of June 10, 2009

| | Units Scheduled <u>To Be Leased</u> | Unit Accepted By <u>Eligible Applicant</u> | Unit Scheduled <u>Transfer</u> | Unassigned <u>Units</u> | Total Vacant <u>Units</u> |
|--------------------------------|--|---|---|------------------------------------|--------------------------------------|
| Glenside | <u>1</u> | <u>1</u> | <u>2</u> | <u>0</u> | <u>4</u> |
| Hensler | 0 | 0 | 0 | 0 | 0 |
| Oakbrook | 2 | 2 | 2 | 0 | 6 |
| Franklin | 0 | 0 | 0 | 0 | 0 |
| Kennedy | 0 | 0 | 1 | 0 | 1 |
| Rhodes | 0 | 0 | 0 | 0 | 0 |
| Eisenhower | 0 | 0 | 0 | 0 | 0 |
| Hubert | <u>1</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>1</u> |
| Total Conventional | | | | | |
| Public Housing | 4 | 3 | 5 | 0 | 12 |
| Scattered Sites | 0 | 0 | 0 | 1 | 1 |
| Sylvania Homes | 1 | 0 | 1 | 3 | 5 |
| River Oak | 0 | 2 | 0 | 4 | 6 |
| 726 N. 11 th Street | 0 | 0 | 0 | 1 | 1 |

As the Board can see our occupancy rate is very high and at 99.25 for Public Housing and is about as good as one can get for renting our units, though we always strive to do better. In support of that, staff, continue to work towards attaining the 100% lease up for public housing, even if for a short period of time. In addition, if we took the total number of units of 1,800 plus units that we are responsible; we would be at 98.62% occupancy and believe that is a very good occupancy rate.

Please note, we have because of the very low vacancy rate, begun to do some transfers of people who need a larger or smaller unit as we slowed that down because of the high level of vacancies. This could mean we may experience an increase in the number of vacancies, however, we feel confident we will be able to deal with these vacancies due to the low number we have been experiencing.

In regards to our increase in vacancies at River Oak it seems to be a result of the change in management style and the manner in which we manage our developments. We have heard residents are moving out because they don't like the way we collect rent, inspect the units and the rent increase and we need to work with them on these issues and am confident that once the residents become used to our methods the occupancy rate will go up.

So it will take a bit of time for the remaining tenants and the new ones to come to adjust to the way we take care of our development. Once we reach that point, our leasing rate will go up to a more acceptable level.

In support of this we have advertised for people interested in River Oak and will continue until we have filled these vacant units.

OAKBROOK WELLNESS CENTER – The Oakbrook Wellness Program continues to be a success and is operating at a high level of operation with many residents taking advantage of this program. It continues to be a success. I have heard rumors the Office of Aging is thinking of putting another one over in Glenside and Hensler Homes based on the success of the Oakbrook Wellness Center. I think that is a tribute to our staff if this becomes a reality.

PUBLIC HOUSING/SYLVANIA HOMES WAITING LIST STATUS

| Bedroom Size | P/H | Contacting | Waiting Period | Sylvania | River Oak |
|----------------------------|------------|-------------------|-----------------------|-----------------|------------------|
| Studio | 736 | 03/08 | 12-16 months | N/A | N/A |
| One Bedroom-Family/Elderly | 493 | 02/08 | 16 months | 12 | N/A |
| Two Bedroom- Family | 590 | 01/08 | 12 months | 31 | 5 |
| Three Bedroom-Family | 368 | 11/07 | 16 months | 7 | 4 |
| Four Bedroom-Family | 35 | 01/07 | 16 months | 2 | N/A |
| Five Bedroom-Family | 8 | 3/09 | 6 months | N/A | N/A |
| Total | 2230 | | | 52 | 9 |

The Board can see the waiting list continues to increase and as a result we have closed the two and three bedroom waiting list because these lists have increased to the point where we can not house someone in less than a year. The reason for closing a waiting list is because if the time is much longer, the applicants may have moved, lost interest made other arrangements and is not eligible.

SHELTER PLUS CARE (SPC) - There are currently a total of 20 potential applicants in the pipeline or have been processed for this program. Overall, this program is moving along fairly well and the Section 8 Department and Resident Services are meeting the goals of this program. This was noted in a letter from HUD on our Annual Progress Report that indicated we have are in compliance with the program requirements.

TRAINING – Ed Stock has offered to put on training on Tenant Landlord issues and I have asked that it be expanded to include some FHEO training for staff. I plan on opening this up for the local Human Relations Commission and the Berks County Housing Authority and perhaps other agencies and organizations that might benefit from this type of training.

RECORDS RETENTION AND DISPOSITION POLICY – This was developed for the purpose of have a policy by which we can dispose of old files both paper and electronic. While we did have a policy which covered some of this, we did not feel it covered us under the disposal of information stored electronically and it was decided a policy needed to be developed. In this way we can insure that not only sensitive_tenant information is disposed of properly, but other day to day information that is stacking up.

SUMMER YOUTH PROGRAM – RHA is participating in a summer youth training program at River Oak with the Community Works and Work Force Investment Program. This summer program is intended to give youths classroom training and on the job training construction skills. We are looking at these kids to install new windows at River Oak as part of the training program. The reason we selected windows is once you learn this type of skill it can be transferred to many other skills and the kids can say they installed the windows and should give them a certain amount of satisfaction and pride.

ASSISTANCE ANIMAL POLICY – Included in the resolutions is an updated Assistance Animal Policy and reflects some HUD changes and some changes as a result of our agreement with the DOJ. This is not a significant change and does not require resident or public input other than a Board resolution.

MEETINGS:

- a. Our City Reading Meeting.
- b. Work Force Investment Board.
- c. Federal Home Loan Bank Meeting at City Hall.

A motion was made by Rev. Belinski and second by Mrs. Mathies, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5429

RESOLUTION AUTHORIZING THE HIRING
OF AN ASSISTANT SECTION 8 COORDINATOR.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Susan M. Rivera be hired as an Assistant Section 8 Coordinator at an hourly rate of \$17.72, for a probationary period of 180 days in accordance to the rules and regulations of the State Civil Service Commission of Pennsylvania.

2. THIS Resolution shall be effective May 11, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski
 Mrs. Lillie Mathies
 Mr. Nelson De Leon
 Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5430

RESOLUTION APPROVING TRAVEL TO WASHINGTON, DC,
TO ATTEND NAHRO'S 2009 NATIONAL CONFERENCE
TO BE HELD OCTOBER 2-8, 2009.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Mary Beth Hennigan for travel to Washington, DC, to attend NAHRO's 2009 National Conference to be held October 2-8, 2009.

2. THIS Resolution shall be effective June 23, 2009.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski
Mrs. Lillie Mathies
Mr. Nelson De Leon
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5431

RESOLUTION AUTHORIZING THE ADOPTION OF
A RECORDS RETENTION AND DISPOSITION POLICY FOR
THE READING HOUSING AUTHORITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that a Records Retention and Disposition Policy is hereby adopted.

THIS Resolution shall be effective June 23, 2009.

Copy of the Records Retention and Disposition Policy is attached.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski
Mrs. Lillie Mathies
Mr. Nelson De Leon
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5432

RESOLUTION AUTHORIZING A REVISION TO
THE ASSISTANCE ANIMAL SECTION OF THE ACOP
FOR THE READING HOUSING AUTHORITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that the Assistance Animal Section of the ACOP is hereby revised.

THIS Resolution shall be effective 7/1/09.

Copy of the Assistance Animal Section of the ACOP is attached.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Rev. Belinski, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski
 Mrs. Lillie Mathies
 Mr. Nelson De Leon
 Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5433

RESOLUTION AUTHORIZING THE EXECUTION OF AN
ADMINISTRATIVE LEGAL SERVICES CONTRACT WITH
ROLAND & SCHLEGEL, LLC.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Administrative Legal Services Contract with Roland & Schlegel, LLC, (Reading, PA) is hereby approved, the said two-year Contract with the option to renew one additional term, to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

The said Contract is in the following amount:

- \$12,000 yearly retainer
 - \$160.00 hourly rate for other legal services
 - \$ 85.00 hourly rate for paralegal services
 - plus additional miscellaneous charges; mileage,
 telephone calls, etc.
2. THIS Resolution shall be effective July 1, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski
 Mrs. Lillie Mathies
 Mr. Nelson De Leon
 Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented for Glenside Homes, Oakbrook Homes, Franklin Towers, Kennedy Towers, and Sylvania Homes:

CHARGE-OFFS

| | |
|--------------------------|-----------------|
| 7 Glenside Homes PA-9-1 | \$ 5,701.78 |
| 7 Oakbrook Homes PA-9-3 | 4,252.76 |
| 1 Franklin Towers PA-9-4 | 219.95 |
| 2 Kennedy Towers PA-9-5 | 1,079.71 |
| 3 Sylvania Homes P-15 | <u>4,841.94</u> |

20-Gross Charge-Offs \$16,096.14

RECOVERIES

| | | |
|------------------------|-----------|--------------------|
| Glenside Homes PA-9-1 | \$ 178.65 | |
| Eisenhower Apts PA-9-8 | 344.90 | |
| Hubert Apts PA-9-10 | 592.85 | |
| Oakbrook Homes PA-9-3 | 1,335.31 | |
| River Oak Apts. | 115.67 | |
| Gross Recoveries | | \$ <u>2,567.38</u> |

CHARGE-OFFS NET OF RECOVERIES \$13,528.76

5 Accounts charged off were due to Eviction - \$6,687.73

Delinquent accounts with an amount of less than \$75.00, of tenants who decease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing and Sylvania Homes Middle-Income Housing shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Rev. Belinski second by Mr. De Leon to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Rev. Belinski and second by Mr. De Leon, to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Kennedy Towers, 300 South Fourth Street, Reading, Pennsylvania on Tuesday, July 28, 2009, at 5:00 p.m.

Recording Secretary